



Welcome to Leopard

1

# How to get started

[www.apple.com/support](http://www.apple.com/support)



Apple Inc.

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Microsoft product screen shot(s) reprinted with permission from Microsoft Corporation.

Because Apple frequently releases new versions and updates to its software, images shown in this book may be different from what you see on your screen.

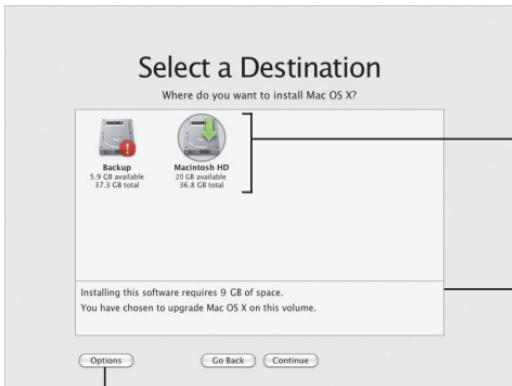
## Install Leopard

To upgrade to Mac OS X Leopard, insert your installation disc and double-click Install Mac OS X. Then click Restart. Your computer restarts, and the Mac OS X Installer opens.



## Select a destination

Select your startup disk or the volume that has the version of Mac OS X you want to upgrade.



Select a volume. You may not be able to install Leopard on some volumes.

Look here for important information about the installation.

Click Options if you want to select a different type of installation.

For additional information, see the Instructions folder on your installation disc.

## Begin installation

When you're ready, click Install to begin installing Mac OS X Leopard. When the installation is finished, your computer will restart.



Click Customize if you want  
to change what's installed.



# 2

## Meet Leopard

[www.apple.com/macosx](http://www.apple.com/macosx)

# Desktop

From the menu to the Dock, Leopard introduces a great new look and Stacks—a brand-new way to stay organized.



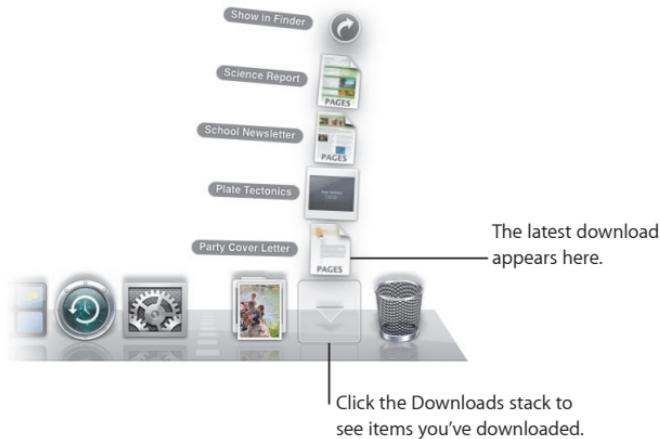
## Stacks

Stacks provide a convenient way to get to your documents. Folders already in the Dock become stacks automatically. To create a stack, drag a folder of documents to the Dock.



## The Downloads stack

The Dock includes a Documents stack and a Downloads stack. Items you download in Safari, Mail, or iChat always go to the Downloads stack so that you can find them quickly.



## Customization

Stacks appear as a fan or a grid automatically based on the number of items in the stack. You can specify which style you want to use and change the stack's sort order.



To customize a stack, position the pointer over the stack icon and then hold down the mouse button until a menu appears.

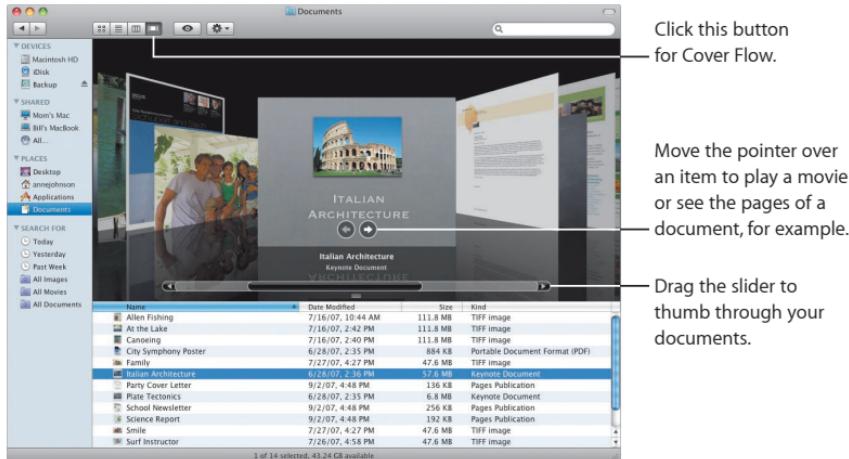
# Finder

See your files in Cover Flow and browse through them quickly.



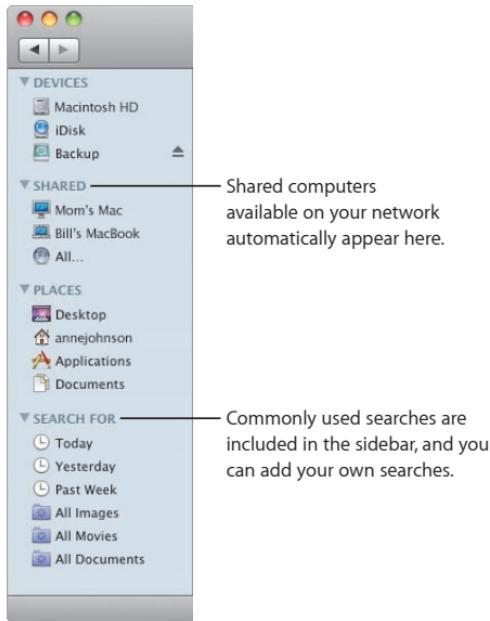
## Cover Flow

Cover Flow lets you see your movies, presentations, PDF files, and more in large-size previews as you flip through them.



## Sidebar

The Finder sidebar makes it easy to get to folders on your computer, shared computers on your network, and your saved searches.

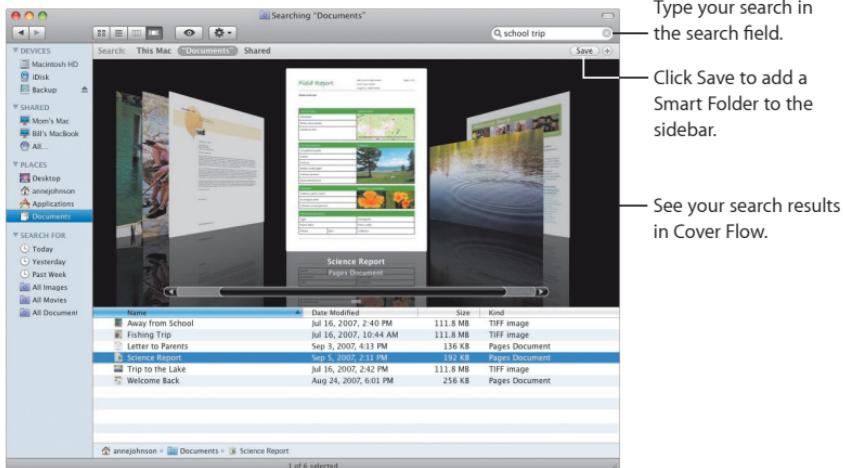


Shared computers available on your network automatically appear here.

Commonly used searches are included in the sidebar, and you can add your own searches.

## Spotlight

In a Finder window or the menu bar, use Spotlight to search for items on your computer. If you use the same search often, save it in the Search For section of the sidebar.



## Shared computers

Shared computers on your network automatically appear in the sidebar so that you can quickly find the documents they contain.



Search for documents on shared computers.

Get immediate access to the Public folder on any shared computer.

## Screen sharing

Use screen sharing to get to the desktop of shared computers on your network. You can monitor use, change settings, and much more from your computer.



Select the computer and then click Share Screen.

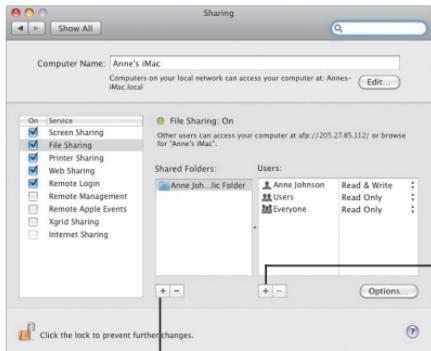
To see the toolbar, choose View > Show Toolbar.

You'll see the desktop of the other computer in a window.

To use all of your screen, click the Full-screen button.

## Sharing

You can share your files, your website, your screen, and much more with other computers on your network. To start, open System Preferences and then click Sharing.

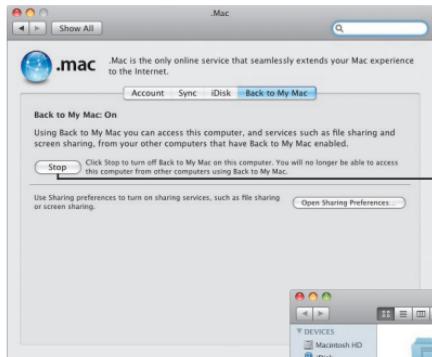


Click the Add (+) button to select users and groups who can share your files.

Click the Add (+) button to select any folder you want to share.

## Back to My Mac

With your .Mac membership, an Internet connection, and Back to My Mac and sharing services turned on, you can access any of your computers from anywhere on the Internet.



Back to My Mac is  
on automatically.



Back to My Mac computers —  
appear in the sidebar.

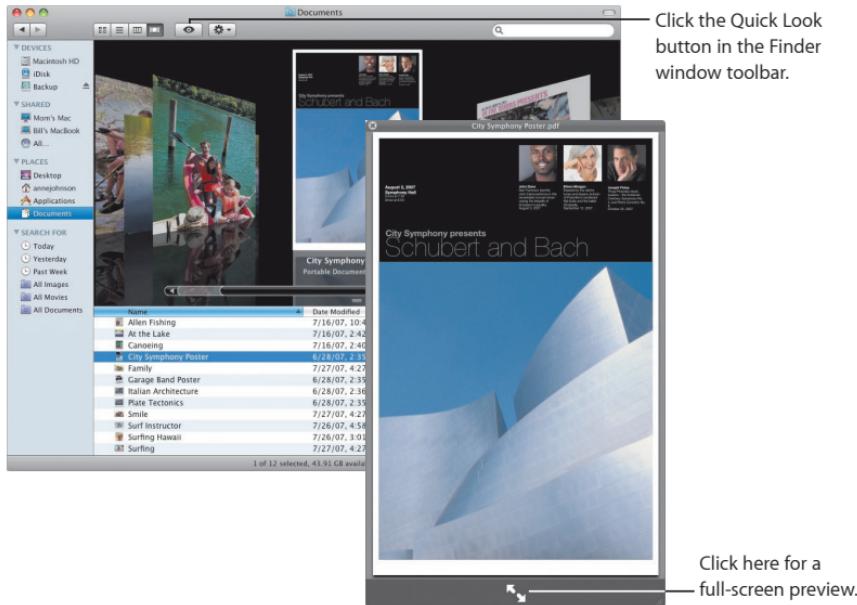
# Quick Look

See stunning previews of movies, PDF files, presentations, spreadsheets, and more without opening an application.



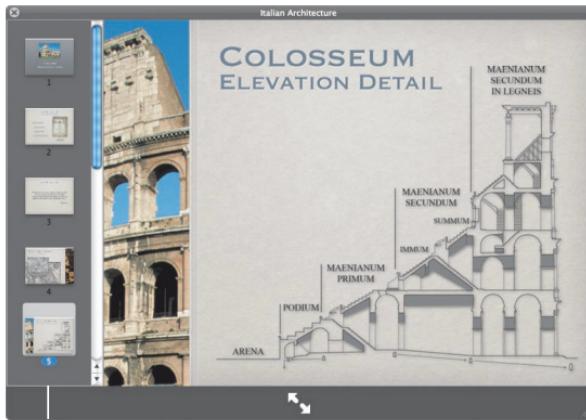
## View documents

You can use Quick Look in the Finder, Time Machine, and Mail. To view an item in Quick Look, select it and then press the Space bar.



## Browse contents

When you view the documents in Quick Look, you can flip through each page of your document or view each slide of a Keynote presentation.



Each slide of a Keynote presentation appears here.

## Show collections

You can use Quick Look to view several items at once. To automatically scan through the items, click the Play button.



Click the Index Sheet button to view all the items.

Click the Camera button to add a photo to iPhoto.

# Time Machine

Automatically back up your Mac. If you're missing a document, travel back in time to recover it.



## Turn on Time Machine

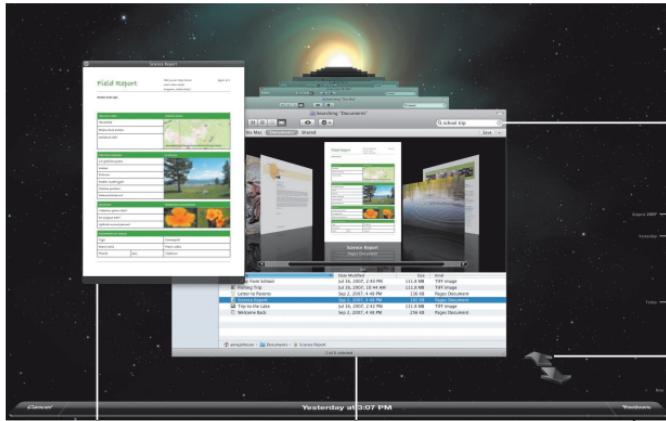
To start using Time Machine, just connect a FireWire or USB disk to your computer, and then click “Use as Backup Disk” in the dialog that appears.



When you turn on Time Machine, it backs up your computer to the disk you've selected.

## Recover files

Easily find a missing document by seeing how your desktop looked in the past. Time Machine does a backup each hour of the current day, and then saves daily backups.



Use Quick Look to check a document before you restore it.

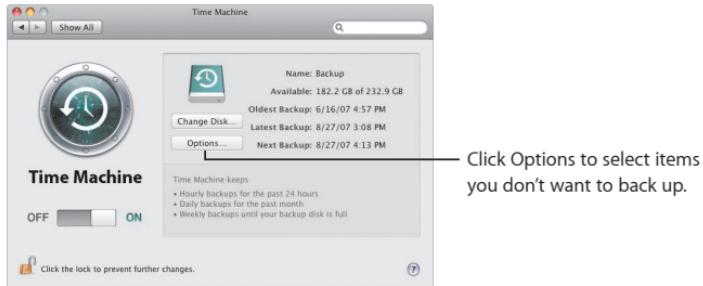
Browse items in your backup using Cover Flow.

Type in the search field to look for the document.

Click the back arrow to go back in time.

## Set Time Machine preferences

To set Time Machine options, open Time Machine preferences. You can select a different backup disk or specify folders or disks you don't want to include in your backups.



# Spaces

Organize your work and play by grouping application windows into a “space.” Then quickly switch between your spaces.



## Arrange windows

Turn on spaces in Exposé & Spaces preferences, and then press F8 to show your spaces. To organize your windows, drag them from the current space to a different space.



Drag windows you want to use together into the same space.

## Switch spaces

To switch between spaces, type Control + [an arrow key]. To go directly to a space, type Control + [a number key]. Arrange the order of spaces to suit your needs.



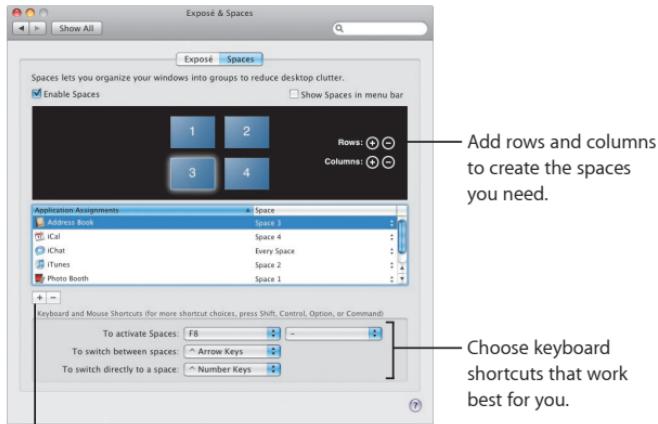
Drag spaces to rearrange their order.



Use keyboard shortcuts to quickly switch between spaces.

## Customize spaces

After you turn on spaces, you can add other spaces. You can also assign applications to each space so that the application's windows always open in the same space.



# Mail

Use Apple-designed stationery to send gorgeous email messages complete with photos.



## Stationery

When you create a message, select stationery to give it the perfect style whether the occasion is fun or formal. Including photos is easy using the Photo Browser.



Click to see the stationery you can use.

Select a type of stationery, and then click the stationery you want to use.

Select photos from iPhoto, Photo Booth, or Aperture.

Locate photos here, and then drag them to your message.

## Notes and to-do items

Keep all your notes and to-do items in one place. Jot down reminders, shopping lists, and information you need. Include pictures, URLs, and attachments with your items.

The screenshot shows the Mail application window. On the left, the sidebar has sections for MAIL BOXES (Inbox, Drafts, Sent, Trash) and REMINDERS (Notes, To Do). The Notes section is selected. The main pane shows a list of notes and a detailed view of a note titled "New project". The detailed view contains text: "set up meeting with Juan", "need guest list", "where should we have it?", "need a caterer", and "need this info to pick a date for the event, will it be formal or causal?". Below this, there's a reminder: "Tad says the art gallery is a nice place for parties" with a due date of "5/13/08 stop by gallery to discuss". A context menu is open over this reminder, showing options: Due Date (5/13/2008), Alarm, Priority (Medium), and Calendar (calendar 5). The status bar at the bottom shows "34 Mail".

Click to create a note or to-do item.

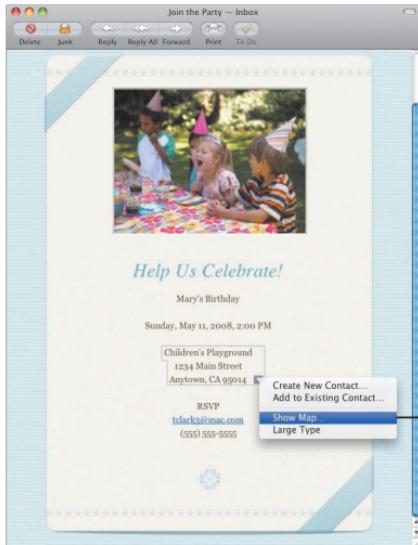
To create a to-do item, select text in the note and click To Do.

Click to set options for the to-do item. Items automatically appear in iCal.

See your notes and to-do items in the Reminders section of the sidebar.

## Data detection

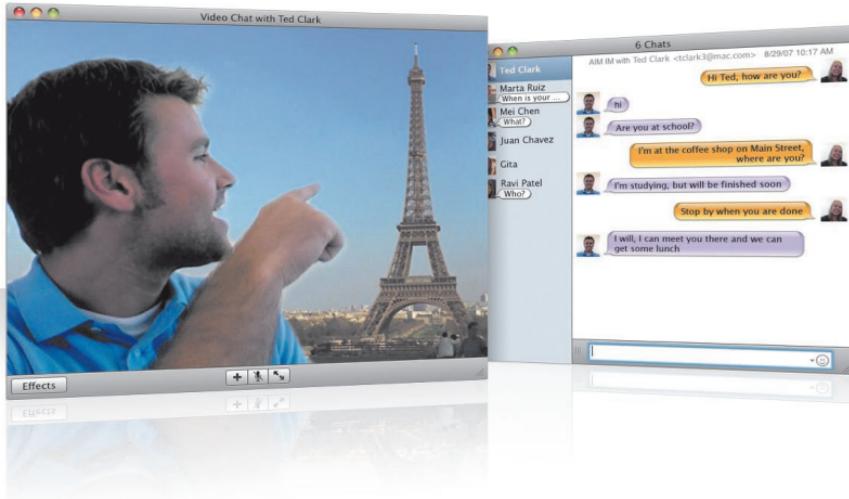
You can turn dates in your email messages into iCal events. You can add names, phone numbers, and addresses to your contacts. You can even map addresses in Safari.



Move the pointer over the date, name, or address, and then click the triangle to choose an action.

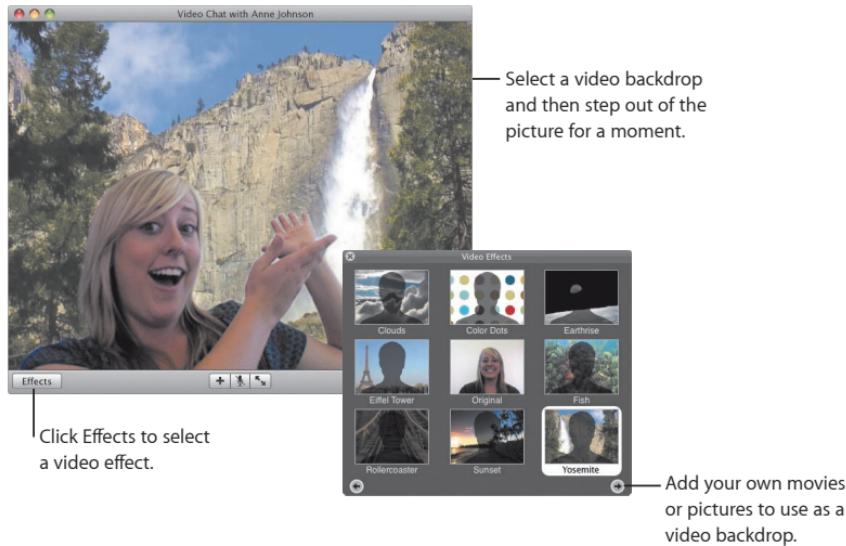
# iChat

Make your chats more fun using video effects such as backdrops. Show off your work with iChat theater.



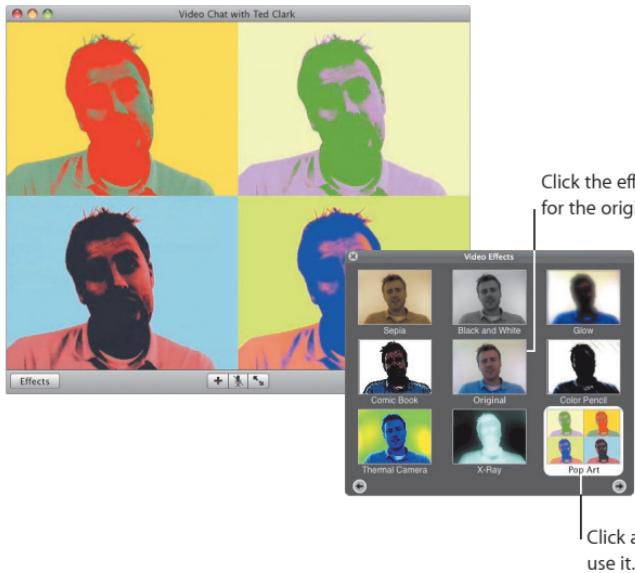
## Video backdrops

Use video backdrops with your chats to “be” anywhere in the world. iChat includes movies and still photos that you can use, or you can add your own.



## Effects

While you're in a video chat, you can select video effects to make your chats fun and interesting.



## iChat theater

To show photos, movies, or presentations in a video chat, start the chat and then drag the file or files you want to show to the chat window.

The image shows two side-by-side screenshots of the iChat application interface. Both screenshots feature a video chat window on the left and a presentation slide on the right. The presentation slide has a title 'Whitewater Rafting Trip' and a section titled 'Guest List' with a table of attendees. It also includes a large image of a rafting scene, a pie chart labeled 'Budget Overview', and a 'Budget' table. In the bottom-left corner of the presentation slide, there is a control bar with buttons for 'Effects', a plus sign, a minus sign, and a camera icon.

**Guest List**

Name	Last	First	Mobile	Phone	Email address	Post	Role
William	Chen	W.	(201) 555-1980	Chen.William@rafting.com	\$200.00	\$200.00	Guest
Sophia	Garcia	S.	(201) 555-1824	Sophia.Garcia@rafting.com	\$200.00	\$200.00	Guest
Mark	Johnson	M.	(201) 555-1740	Mark.Johnson@rafting.com	\$200.00	\$200.00	Guest
Danielle	Marshall	D.	(201) 555-1740	Danielle.Marshall@rafting.com	\$200.00	\$200.00	Guest
Jenny	Mitchell	J.	(201) 555-1742	Jenny.Mitchell@rafting.com	\$100.00	\$100.00	Guest
Sam	Parker	S.	(201) 555-1743	Sam.Parker@rafting.com	\$200.00	\$200.00	Guest
July	Parker	J.	(201) 555-1747	July.Parker@rafting.com	\$200.00	\$200.00	Guest
Matthew	Reichert	M.	(201) 555-1734	Matthew.Reichert@rafting.com	\$200.00	\$200.00	Guest
Natalia	Sánchez	N.	(201) 555-1734	Natalia.Sánchez@rafting.com	\$200.00	\$200.00	Guest

**Total Guests: 9      Total: \$1,170.00 (\$2,250.00)**

**Budget**

Item	Notes	Per Person Cost	Total Cost
Renting boat	Confined to 2 days	\$200.00	\$1,000.00
Boat	Gas and Supplies	\$40.00	\$40.00
Gasoline	Gasoline	\$40.00	\$40.00
Food/drink	Food/drink	\$40.00	\$40.00
Emergency	Confined	\$30.00	\$30.00
Accommodation	Accommodation	\$10.00	\$10.00
Transportation	Transportation	\$20.00	\$20.00
Total		\$200.00	\$200.00

**Whitewater Rafting Trip**

**Budget Overview**

A pie chart titled 'Budget Overview' showing the distribution of the total budget. The segments are: Boat (\$1,000.00), Food/Drink (\$40.00), Emergency (\$30.00), Transportation (\$20.00), Accommodation (\$10.00), and Gasoline (\$40.00). The total budget is \$1,170.00.

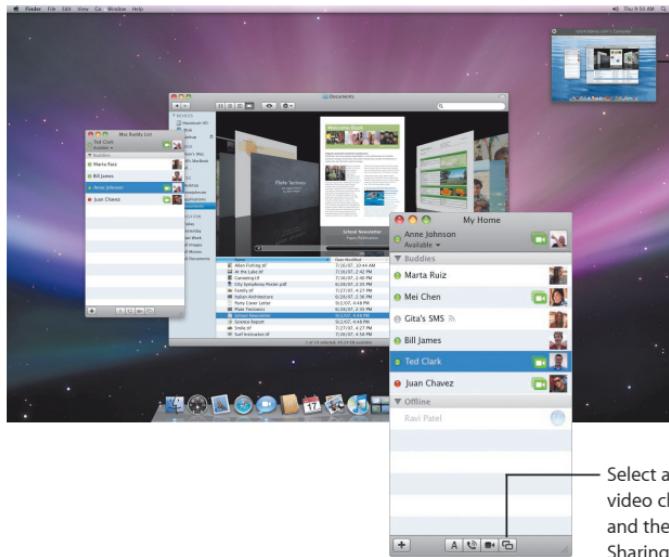
**Effects**

Control your presentation using this window.

See how your presentation looks to your buddy.

## iChat screen sharing

Screen sharing lets you take control of a buddy's computer to show how to do something, rather than just explain it.

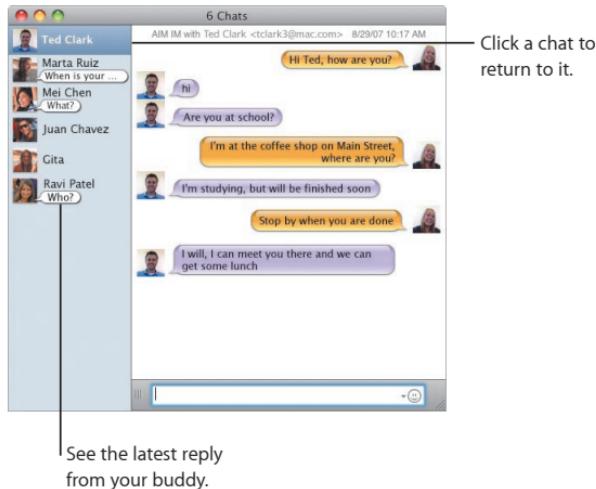


Click to switch screens. To copy a document to this computer, drag it here.

Select a buddy with video chat capability, and then click the Screen Sharing button.

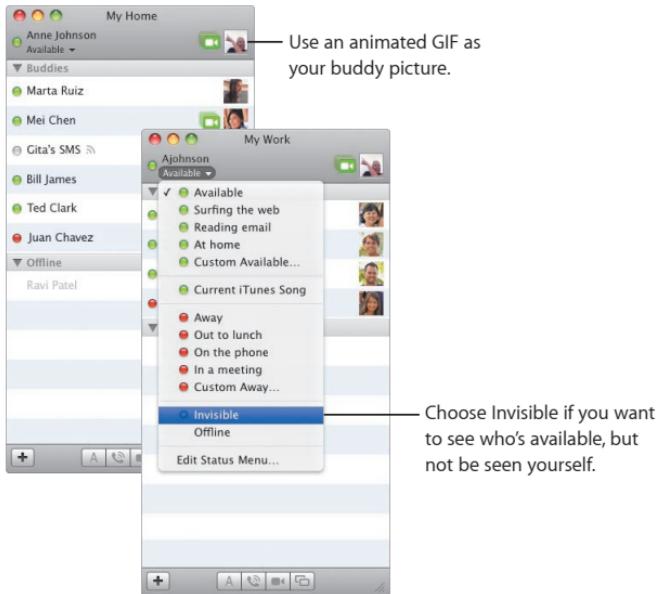
## Tabbed chats

Use tabbed chats if you have a lot of chats. To do so, open the Messages pane of iChat preferences, and then select “Collect chats into a single window.”



## Presence

If you have more than one .Mac, AIM, Jabber, or Google Talk account, you can log into all of them at the same time in iChat.



## SMS messaging

Exchange SMS messages from iChat with a buddy using a mobile phone, such as iPhone. Choose File > Send SMS, and then enter your buddy's phone number.



This buddy can receive  
SMS messages.

*Note:* SMS messaging is available only with U.S. mobile phones.

# Dashboard

Create your own widget from any part of a webpage and see updates to it in Dashboard.

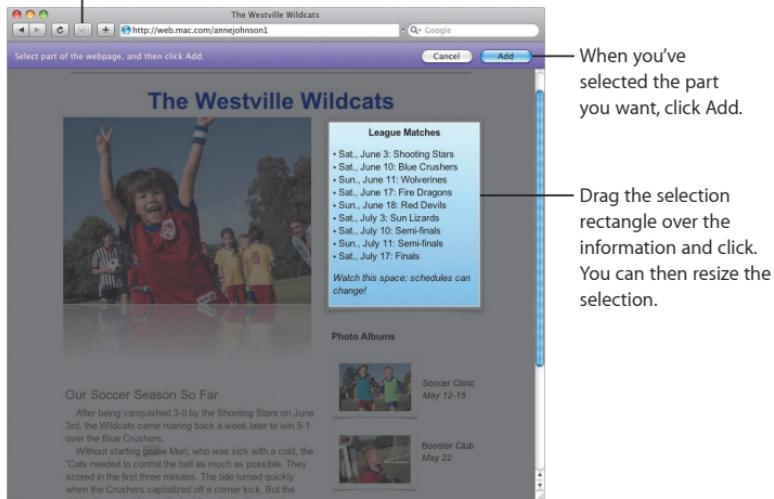
The image shows a grid of six widgets:

- Top Left:** A calendar for August 2007, showing the date 23rd as the current day.
- Top Right:** A conversion calculator showing the conversion of 56 from "Cup" to "Tablespoon" equals 896.
- Middle Left:** A recipe card for "Lake Trout Sauté". It lists ingredients and instructions: 3 large trout fillets, 2 eggs, flour, salt, and pepper; and toasted bread crumbs. It also includes a note about rinsing the fish and a serving suggestion.
- Middle Center:** An orange calculator with a numeric keypad below it.
- Middle Right:** A digital clock showing the time as 1:55 PM, located in Cupertino.
- Bottom Right:** A list titled "League Matches" with items such as "Sat., June 3: Shooting Stars", "Sat., June 10: Blue Crushers", etc. Below the list is a note: "Watch this space; schedules can change!"

## Web clip

To create a widget, open a webpage in Safari and choose File > “Open in Dashboard.” Safari automatically selects parts of the page as you move the pointer over the page.

Go to the webpage in Safari  
and click this button.



When you've selected the part you want, click Add.

Drag the selection rectangle over the information and click. You can then resize the selection.

# Safari

The most elegant web browser is even easier to use with dynamic tabbed browsing and other new features.

Traveling with Friends

Blog Our Trip

Traveling with Friends

2008

Having a great time!

Westerville Wildcats

League Matches

- Sat. June 3: Shooting Stars
- Sat. June 10: Blue Crushers
- Sun. June 11: Soccer Clinic
- Sun. June 17: Fire Dragons
- Sun. June 18: Red Devils
- Sun. June 24: Green Devils
- Sat. July 10: Semi-finals
- Sun. July 11: Semi-finals
- Sun. July 17: Finals

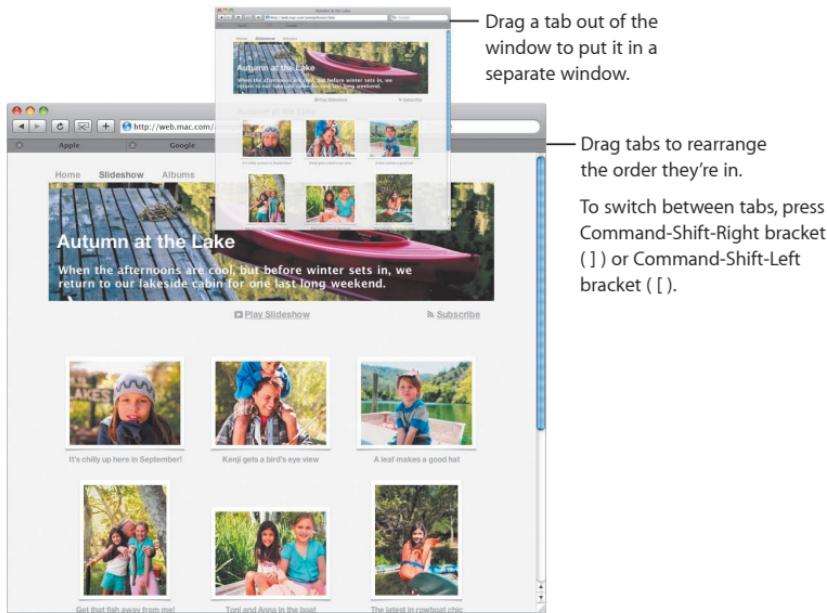
Watch this space; schedules can change!

Photo Albums

- Shooting Stars on June 3rd, later to win 5-1
- Soccer Clinic May 12
- Booster Club May 22
- Family Picnic May 31

## Tabbed browsing

Now you can drag tabs to arrange them or pull them out into a new window. To merge open windows into a single tabbed window, choose Window > Merge All Windows.



## Find

To search for text in a webpage, choose Edit > Find > Find, and then type your search. To make it easier to see what you're looking for, Safari highlights all the results.

The screenshot shows a Safari browser window with the title "The Westville Wildcats". The address bar displays the URL <http://web.mac.com/annejohnson/soccer>. The search bar contains the query "semi-finals". Below the search bar, a status message indicates "2 matches". A blue vertical bar on the right side of the page highlights the search results.

**League Matches**

- Sat., June 3: Shooting Stars
- Sat., June 10: Blue Crushers
- Sun., June 11: Wolverines
- Sat., June 17: Fire Dragons
- Sun., June 18: Sun Devils
- Sat., July 3: Sun Lions
- Sat., July 10: **Semi-finals**
- Sun., July 11: **Semi-finals**
- Sat., July 17: Finals

*Watch this space: schedules can change!*

**Photo Albums**

- Soccer Clinic  
May 12-15
- Booster Club  
May 22

**Our Soccer Season So Far**

After being vanquished 3-0 by the Shooting Stars on June 3rd, the Wildcats came roaring back a week later to win 5-1 over the Blue Crushers.

Without starting goalie Matt, who was sick with a cold, the 'Cats needed to control the ball as much as possible. They scored in the first three minutes. The tide turned quickly when the Crushers capitalized off a corner kick. But the

Click these arrows to highlight individual occurrences.

Safari highlights the results in the webpage so that they're easy to locate.

## PDF viewing

You can view PDF files in the Safari window. You'll find new controls that make it easier to work with these files.



To see the controls, move  
the pointer to the bottom  
of the Safari window.

Open the PDF file in  
Preview or save it in  
your Downloads stack.

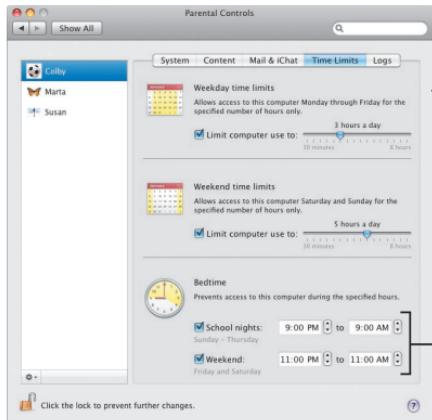
# Parental Controls

Give yourself peace of mind. Manage the time your children spend on the computer and what they do there.



## Time limits

Manage when your children use the computer by setting time limits for weekdays, weekends, and nights.

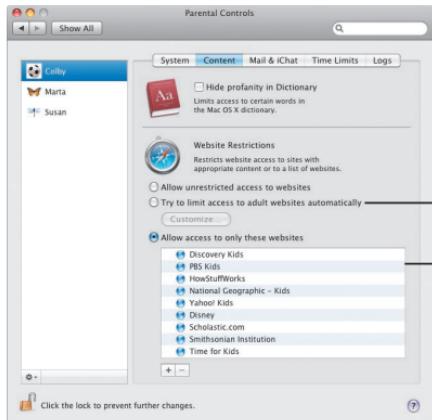


Specify how many hours a day your child may use the computer.

Specify the hours during which your child may not use the computer on school nights and weekends.

## Content limits

To limit the websites your children may visit on the Internet, click Content and then select the level of restrictions you want to apply.

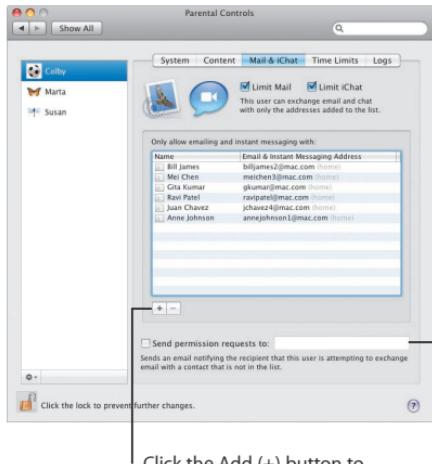


Select to try limiting access to adult websites. Click Customize if you want to specify websites your children may and may not visit.

Select to allow your children access only to specific websites.

## Mail and iChat limits

Protect your children from strangers by specifying who they chat with and exchange email with.

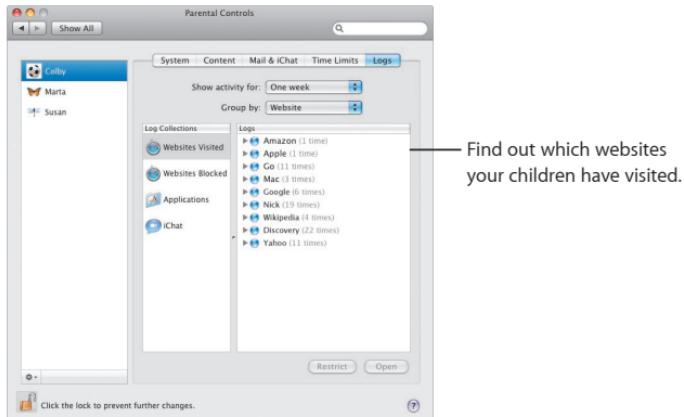


Enter your email address to be notified if your children try to correspond with someone who isn't on the list.

Click the Add (+) button to add an address.

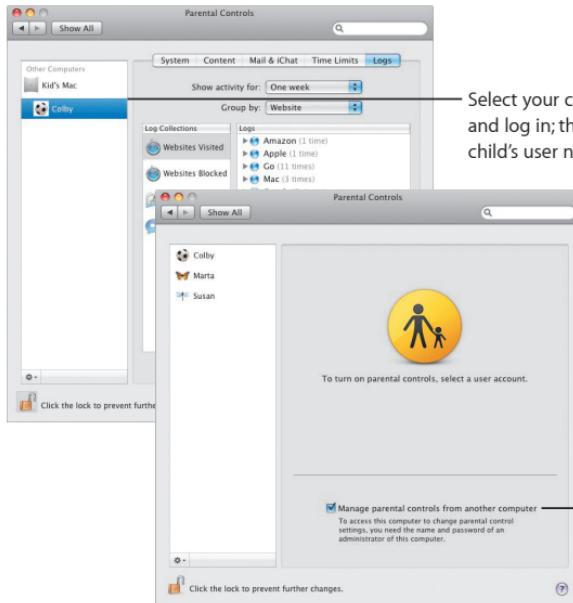
## Logs

Use the Logs pane to check your children's activity on the computer and the Internet.



## Remote controls

Manage parental controls on your child's computer from your computer. When you turn on parental controls, select "Manage parental controls from another computer."



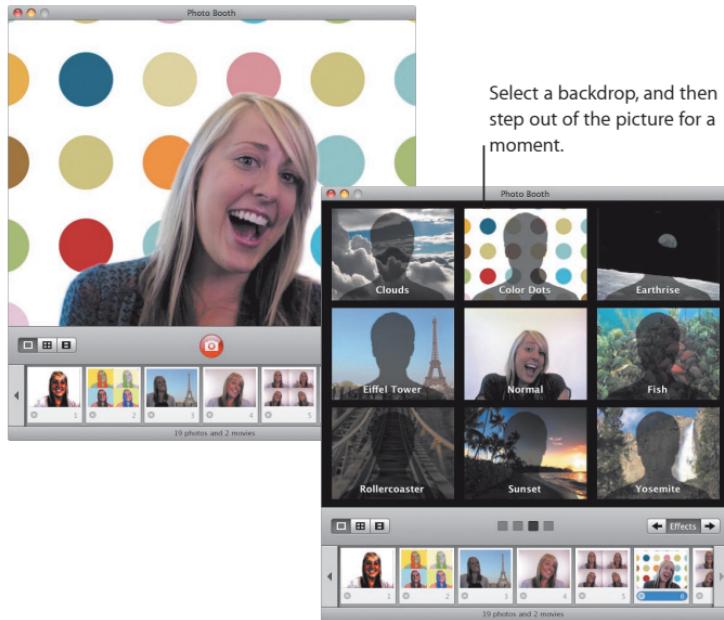
# Photo Booth

Discover more ways to have fun with new types of snapshots.  
Video backdrops add to the possibilities.



## Video backdrops

"Be" anywhere in the world—or out of this world—by using video backdrops when you take a snapshot.



## 4-up snapshots

Now you can make a burst of four snapshots. You can export a 4-up snapshot as an animated GIF to use as your buddy picture in iChat.



## Movie clips

Make a movie of yourself using effects and backdrops. Use your movie as a video greeting complete with audio to send to your friends in an email message.



# Front Row

Enjoy your digital entertainment on your Mac from anywhere in the room. Grab a seat and your remote, and start the show.



## Apple Remote

To open Front Row, click Menu on your Apple Remote. Click Volume Up and Volume Down to highlight items. Click Play to select an item. Click Menu to return to the previous menu.



Select what you want to watch.

Use your Apple Remote to sit back and enjoy the show.

## Photo gallery

Turn your Mac into a gallery for your favorite photos. With Front Row, you can show your photos in iPhoto, Photo Booth, and Aperture.



Click to view  
shared photos on  
your network.

Choose the  
photo album or  
iPhoto Event you  
want to show.

## Shared media

From Front Row, you can view digital entertainment shared from other computers on your network.



Select how you  
want Front Row  
to display your  
photos.

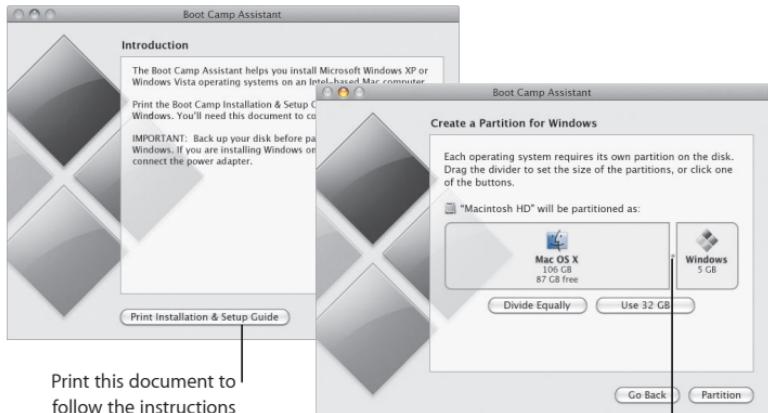
# Boot Camp

To use a Windows application on your Mac, install Boot Camp and your copy of Windows. Then you're ready to go.



## Install Boot Camp

Open Boot Camp Setup Assistant (in the Utilities folder in the Applications folder) and print the Boot Camp Installation & Setup Guide. Then create a partition for Windows.



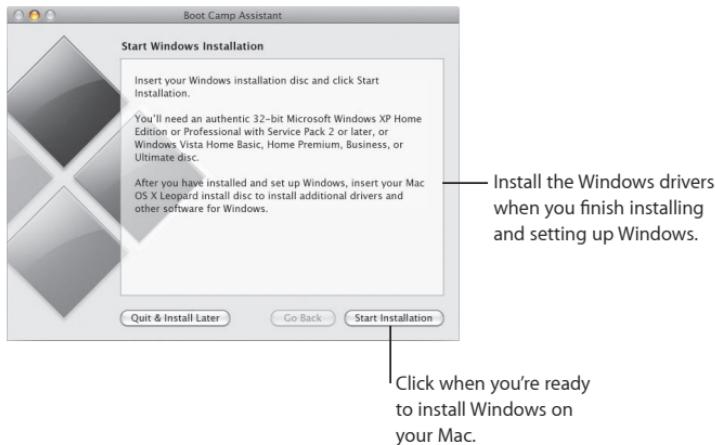
Print this document to follow the instructions while installing Windows.

Drag the divider to set the size of the Windows partition.

If you installed a beta version of Boot Camp, you only need to install the new Windows drivers by switching to Windows and inserting the Leopard installation disc.

## Install Windows

Insert your Windows XP or Windows Vista installation disc and click Start Installation.

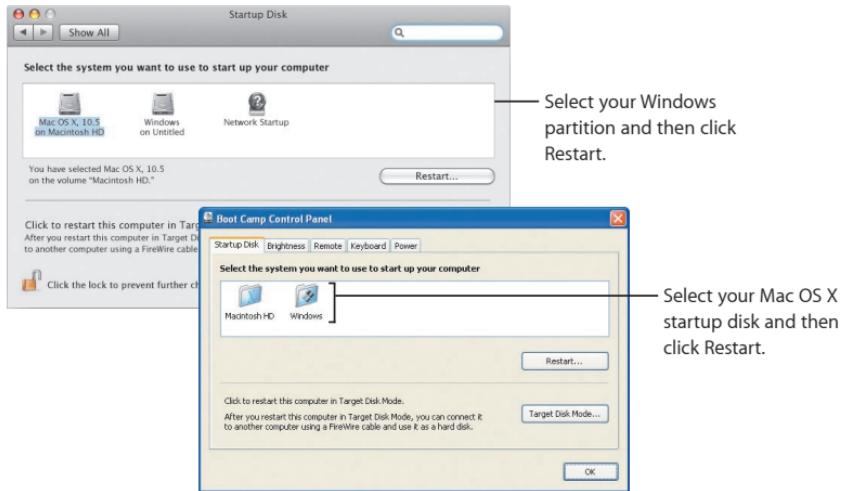


Install the Windows drivers  
when you finish installing  
and setting up Windows.

Click when you're ready  
to install Windows on  
your Mac.

## Switch systems

In Mac OS X, open Startup Disk preferences to select your Windows partition. In Windows, open the Boot Camp Control Panel and then click Startup Disk.





# 3

Here if you need us

[www.apple.com/support](http://www.apple.com/support)

## Learning more, service, and support

### Online resources

For online service and support information, visit [www.apple.com/support](http://www.apple.com/support). Choose your country from the pop-up menu. You can search for the latest software updates and manuals, find answers using the AppleCare Knowledge Base, or get help from Apple's discussion forums.

### Onscreen help

You can often find answers to your questions, as well as instructions and problem-solving information by using the Help menu in some applications. Choose Help from the Finder Help menu, type a few words in the search field, and then press Return.

### System profiler

Use System Profiler to retrieve information about your computer. System Profiler indicates the hardware and software installed on your computer, the serial number and operating system version, the amount of memory installed, and how much battery power remains. To open System Profiler, choose Apple (apple) > About This Mac from the menu bar, and then click the "More Info" button.

## AppleCare service and support information

Your Mac OS X product comes with 90 days of complimentary telephone support.

AppleCare telephone support representatives can help you open and install applications and solve basic problems. Consult the table below, and then call the support center nearest you. Have the date of purchase and your Apple computer serial number ready when you call.

*Note:* Telephone fees may apply.

You can extend your coverage by purchasing the AppleCare Protection Plan. For more information about the AppleCare Protection Plan, visit the AppleCare Products and Services website at [www.apple.com/support/products](http://www.apple.com/support/products).

For additional information about contacting Apple Support, visit [www.apple.com/contact/phone\\_contacts.html](http://www.apple.com/contact/phone_contacts.html). (Telephone numbers are subject to change.)

Technical Support Numbers		
United States	1-800-275 2273	<a href="http://www.apple.com/support">www.apple.com/support</a>
Canada (English)	1-800-263-3394	<a href="http://www.apple.com/ca/support">www.apple.com/ca/support</a>
Canada (French)	1-800-263-3394	<a href="http://www.apple.com/ca/fr/support">www.apple.com/ca/fr/support</a>
Mexico	01-800-277-5322	<a href="http://www.apple.com/mx/support">www.apple.com/mx/support</a>
Australia	(61) 133-622	<a href="http://www.apple.com/au/support">www.apple.com/au/support</a>
New Zealand	00800-7666-7666	<a href="http://www.apple.com/nz/support">www.apple.com/nz/support</a>
United Kingdom	(44) 0870 876 0753	<a href="http://www.apple.com/uk/support">www.apple.com/uk/support</a>

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